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Finance (195 48) Department.

Ms. SERIES.

G.O. No. 1092.

Dated 24-11-48

[Despatch Abstract.]

T. A. — Procedure for settlement of T. A. Claims of Govt. Servants for journeys from India to posts abroad — Govt. of India's Memorandum Papers Recorded.

B.A. General. 241.

OFFICE OF THE ACCOUNTANT-GENERAL, MADRAS.

Fort St. George, dated 18th November 1948.

Enclosures.

From.

THE ACCOUNTANT-GENERAL,
MADRAS.

To

The Secretary to the Government of Madras,
Finance Department,
Fort St. George, Madras.

Sir,

Sub: Procedure for settlement of travelling allowance
claims of Government servants for journeys from India
the posts abroad and on return to India.

I have the honour to enclose a copy of office
memorandum No.F.-5(67)-E.IV/48 dated the 30th September 1948 from
the Government of India in the Ministry of Finance on the subject
indicated above, for information of Government.

Yours faithfully,

(Sd) T.K.
Assistant Accountant-Genera

SP/27.6.

Copy of Office Memorandum No.F.5(67)-E. IV/48, dated the 30th September 1948 from the Government of India, Ministry of Finance New Delhi to All Ministries of the Government of India and the Auditor-General of India etc. etc.

Subject: Procedure for settlement of travelling allowance claims of Government servants for journeys from India to posts abroad and on return to Delhi.

The undersigned is directed to say that the Government of India have noticed that the procedure for adjustment of travelling allowance claims of Government servants in respect of their journeys from India to join their posts abroad and on return to India, as at present observed in the Indian Embassies, Consulates, Legations and other Offices abroad is defective in that claims against Government and counter claims against Government servants drag on indefinitely. The following instructions are therefore laid down for guidance and compliance in future:

2. The travelling allowance for journeys of Government servants from India to posts abroad and on return to India on the occasion of their transfer to India is to be regulated, ordinarily, under the Passage Rules, 1925, contained in Appendix 6 to the P. & T. Compilation of F. & S. Rules, Volume II. The Travelling Allowance bills on this account should therefore contain only such charges as are admissible under these rules. Passenger or Travel Agents where passages are arranged through such agents, should be instructed to present their bills to Government for only the following charges:-

- (a) Cost of passage for the Government servants and for each member of his family from the port of embarkation to the port of debarkation.
- (b) Actual cost of transport of luggage, including deck dues and passport fees, if any, subject to production of receipts, from the port of debarkation upto the maximum admissible under the rules the actual weight of luggage and rate of freight per maund being quoted in the bill.

All other charges such as insurance, agency, attendance and packing charges etc. which are not admissible under the rules will have to be met by the Government servant himself who will have to make his own arrangements for direct payment of such charges to the agents concerned.

3. The procedure outlined above will result in simplification of work all round, so much so that the amounts due to the Government servant after transfer which he should claim through a regular Travelling allowance bill will be more or less confined to the following items:-

- (a) Travelling Allowance for self and family, or for self only, as the case may be, for journey from Headquarters to the port of embarkation at the rates admissible under the rules; less the amount of advance taken, if any.
- (b) Travelling Allowance as above from the port of debarkation to destination together with cost of transporting personal luggage from the port of debarkation.

In case the officer is authorised to travel by air, in respect of the journey at (a) above, he should attach the Air Company, receipts with his bill.

4. Expenses incurred during enforced halts on route should be met by the Government servant himself to be adjusted in the regular bill later, to the extent permissible in each case.

5. These instructions only apply to all Government of India Officers proceeding on deputation or transfer or transfer out of India.

(Sd)

/True Copy/

FINANCE DEPARTMENT (CSR)

The reference from the Accountant-General and its enclosure on pages 1-3 above may be perused.

2. As the procedure for settlement of Travelling Allowance claims of Government servants for journeys from India to posts abroad and on return to Delhi, set out on page 3 above applied only to Central Government Officers, no action seems called for.

It does not seem necessary to issue a similar memo embodying the procedure to be adopted for memo on the settlement of Travelling Allowance claims of the Government servants of this province when deputed abroad as the number of such cases will be very few.

The Government of India, memorandum at page 3 above may be Recorded for facility of reference.

G.O.Ms.No. 1092

Dated 24.11.48.

ORDER:

R E C O R D E D.

(Sd)

24.11.48.

Abstract:

Travelling Allowance -
Procedure for settlement
of Travelling Allowance
claims of Government
servants for journeys from
India to posts abroad -
Government of India's
Memorandum
Papers Recorded.

/True Copy/

SP/27.6.

[Signature]
for SUPERINTENDENT

13.8.53
Madras Record Office.